

TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY

ADMINISTRATION OFFICE
CENTER AVENUE, BELFORD, NJ 07718
AGENDA FOR REGULAR MEETING

OCTOBER 21, 2013 7:30 p.m.

*This meeting was audio -
recorded. There is no video -
recording.*

-1-

MEETING CALLED TO ORDER

AT P.M. BY CHAIRPERSON BOUW

PLEDGE OF ALLEGIANCE

MEETING STATEMENT

ROLL CALL

alternate member, voting to night →

MR. DeMARCO ✓
MR. ROGERS ✓
MRS. SMITH ✓
MR. STOKES ✓
MR. WREDE ✓
MR. ZAPCIC absent
MRS. BOUW ✓

Also present:

- Richard Leahy, esq. - ^{TOMSA} attorney
- William Meyler - auditor
- John Van Dorpe - engineer
- Raymond Nierstedt - Executive Director
- Recording Secretary

MINUTES OF REGULAR MEETING

SEPTEMBER 23, 2013

*Tabbed due to addendum
required per attorney.*

M_____S_____

AD__CR__JS__TS__EW__AZ__CB__

CONSENT AGENDA

RESOLUTIONS 66/13 THRU 69/13

M_____S_____

AD__CR__JS__TS__EW__AZ__CB__

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-2-

TREASURER'S REPORT

OPERATING BILLS

RES. 66/13 APPROVING PAYMENT OF
OPERATING BILLS IN AMOUNT OF \$317,763.63

M_____S_____

AD__JH__CR__JS__TS__EW__CB__

CONSTRUCTION FUND

RES. 67/13 APPROVING PAYMENT OF
CONSTRUCTION FUND BILLS OF \$16,407.66

M_____S_____

AD__JH__CR__JS__TS__EW__CB__

REVENUE FUND REQ. 10/2013

RES. 68/13 APPROVING REVENUE FUND
REQ. 9/2013 IN THE AMOUNT OF \$542,763.63

M_____S_____

AD__JH__CR__JS__TS__EW__CB__

GENERAL FUND

RES. 69/13 APPROVING TRANSFER FROM THE
THE GENERAL FUND TO THE CONSTRUCTION
ACCOUNT IN THE AMOUNT OF \$16,407.66

M_____S_____

AD__JH__CR__JS__TS__EW__CB__

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-3-

ENGINEER'S STATUS REPORT:

HURRICANE SANDY SUPPORT SERVICES

DEEPDALE DRIVE SANITARY SEWER
MANHOLE EROSION EMERGENCY REPAIR

DIGESTER GAS CO-GEN PROJECT

AHHRSA FORCE MAIN PROJECT

AERIAL CROSSING SEWER REHABILITATION PROJECT - *authorized and proceeding in next month. Survey to be done before it snows,*
MAIN STREET REPAIR/REPLACEMENT
EVALUATION REPORT - *project on hold*

PUMP STATION EMERGENCY - *10/22 meeting set w/ gas company,*
FACILITIES EVALUATION

PUMP STATION SUSCEPTIBILITY TO
FLOODING EVALUATION

EMORY DRIVE PUMP STATION FORCE MAIN

EMORY DRIVE PUMP STATION IMPROVEMENTS

ENGINEER'S SUB-DIVISION REPORT:

NONE

MEDICAL BENEFITS TRUST FUND

This issue was discussed at the last TOMSA meeting

RES. 70/13 AUTHORIZING THE TRANSFER OF \$50,000 INTO THE UNFUNDED POST-RETIREMENT MEDICAL BENEFITS TRUST FUND. *Adopted.*

M_____S_____

AD___JH___CR___JS___TS___EW___CB___

Money moved from the general fund to the dedicated trust fund.

FLOOD REVENUE TRUST FUND

RES. 71/13 AUTHORIZING THE TRANSFER OF \$50,000 INTO THE FLOOD REVENUE TRUST FUND. *Adopted.*

M_____S_____

AD___JH___CR___JS___TS___EW___CB___

Discussion of flood barriers : \$330K estimated amount for "cadillac" flood barriers; less for barriers of lesser quality.

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-4-

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT

OCTOBER 9, 2013

2014 OPERATING BUDGET INTRODUCTION

RES. 72/13 AUTHORIZING INTRODUCTION OF 2014 OPERATING BUDGET, TO BE FORWARDED TO N.J. DIVISION OF LOCAL GOVERNMENT SERVICES FOR REVIEW.

M_____S_____

AD___JH___CR___JS___TS___EW___CB___

CONSTRUCTION FUND ANALYSIS

ANALYSIS OF FUNDS AVAILABLE
AND SIX (6) MONTH PROJECTIONS.

BUDGET ANALYSIS

OPERATING BUDGET ANALYSIS
THRU AUGUST 31, 2013

MANAGERS REPORT

NO REPORT- POSITION OPEN

MAINTENANCE DEPT

SEPTEMBER 2013 PROJECT REPORT WORK ORDERS

PUBLIC COMMENTS

EXECUTIVE SESSION

EXECUTIVE MINUTES 9/23/13

ADJOURNMENT:

AT _____ P.M.

**Some notes from
TOMSA board meeting
Monday, October 21, 2013**

There is no video recording of this meeting, only an audio recording. Sound quality is poor due to some board members speaking too softly. TOMSA does not have microphones in its conference room. If you have any questions about what was discussed, call TOMSA at 732-495-1010.

The public meeting began at 7:30 p.m. and ended at about 8:35 p.m. The following 6 board members were present: DeMarco (alternate, not voting), Rogers, Smith, Stokes (alternate, voting at this meeting), Wrede (vice chair), and Bouw (chair). Andrew Zapcic was absent. Also present were Richard Leahey (attorney), William Meyler (auditor), John VanDorpe (engineer), Raymond Nierstedt (director), and the recording secretary.

Review of minutes from the September public meeting was tabled until next month.
The consent agenda was adopted 5-0.

Engineer's report - John VanDorpe discussed the status of a number of projects.

- Deepdale Drive manhole repair – TOMSA is waiting on DEP permit approval for additional work deemed to be needed.
- digester gas / co-gen project - Study of generator building underway, report expected to be ready next month. Letter to be sent to BPU to request extension of grant funding. There was discussion of possible federal funding available through the county. There was mention of some principle forgiveness of state monies (through EIT Trust) for this kind of project completed timely.
- AHHRSA force main project – No discussion.
- aerial crossing - authorized proceeding in next month or two. Survey to be done before snow.
- Main Street repair – on hold
- Pump station emergency facilities / susceptibility to flooding evaluations – Meeting with gas co. on 10/22 to review 5 pump stations, including Emory Drive.
- Emory Drive pump station force main – The Bamm Hollow developer is installing a new main.
- Emory Drive pump station improvements – Repairs to existing pipes are needed. Going out to bid in about 2 weeks.

Medical Benefits Trust Fund (Res. 70/13) – Adopted. This topic was discussed at the September board meeting. The amount \$50,000 will be moved from the general fund to this dedicated trust fund for unfunded post-retirement medical benefits. TOMSA is responsible for the cost of medical benefits for eligible retirees (not counting what is covered by Medicare). The annual cost has been funded on a pay-as-you-go basis. The trust fund is intended to supplement operating funds to pay this expense.

Flood Revenue Trust Fund (Res. 71/13) – Adopted. \$50,000 will be moved from the general fund to the flood revenue trust fund to help cover deductibles and risks not covered by FEMA.

Director's Monthly Status Report – Raymond Nierstedt reported:

- no lost time accidents in September 2013
- Year to date, revenue is 3% below budget, expenses are 22% below budget.
- FEMA assistance applications and reimbursements were discussed.
- Sandy repairs were discussed. Capital projects are proceeding according to priority. The bid amount for “Cadillac” flood barriers is \$330K, less for lesser-grade barriers.
- New computer backup system at one station
- 26 service calls, 12 blockages, 1 pump station call, 8 dig-ups in September. Dig-ups being done in “Sunken City” section of town, where there are a few more to do.

- They discussed the number of housing removed from TOMSA's revenue base due to Sandy -- 190 plus an additional 40 from Shoal Harbor.
- About \$90K is expected to be returned to AHHRSA because there have been few or no capital projects this year.
- There are several defibrillators on premises.

2014 Operating Budget Introduction (res. 72/13) - Adopted. The 2014 budget is 3.3% increase in expenses over 2013. Per the director, part of putting together the budget was finding a home (line item) for a lot of things. The format of expense categories flows exactly into the budget sheets from the state. There was discussion of the discretionary transfer to the township – the transfer amount is up to 5% of appropriations or about \$370K. This amount is not in the budget because it is not a budgeted expense. It can be added later.

Construction fund analysis – The construction fund is the money set aside for capital projects. For each proposed project, the analysis takes into account the study cost and the cost of the project estimated at this point. The most active project now is the Emory Drive pump station improvement project. If they did all the projects on the list including the co-gen project, the cost would be \$5 million, putting them “\$3 million in the hole”, per the director. One project is roof repair / replacement, to be bid out in 2 weeks or so.

Budget analysis through Aug. 31, 2013 – Little was said.

The board attorney discussed resolution of the disagreement with the owner of the affordable housing complex on Leonard Avenue with regard to the amount of the sewer connection fee.

PUBLIC COMMENTS:

Resident Bob Superti asked the following questions & got the following answers:

- Any other trust funds besides the two created by resolution at this meeting? *No.*
- Do you audio record your meetings? *No.*
- Does anyone take comprehensive minutes? *Yes* was the response. (However, this does not appear to be true because no one was taking notes during the meeting. The recording secretary, paid \$150 per meeting, lifted a pen only to record votes. That is the case at all meetings of the board.)
- Do you plan to fill the manager's position (vacant since 1/1/13)? *Yes, and they are reviewing candidates' qualifications.* No specifics or expected hire date was given.

Mr. Superti also stated that he agreed with the board with regard to the sewer connection charge for the Leonard Avenue complex, and disagreed only with how the owner/developer was addressed by the board at the last meeting.